

Update debtor or collateral details

For a secured party to retain the priority of their registration they must keep the financing statement up to date with all information they are aware of.

It is particularly important to record any changes of a debtor's name, given that this is one of the main ways to search the Personal Property Securities Register (PPSR) or the transfer of any item of collateral from one debtor to another.

Step by step instructions

Update debtor or collateral details

1. Log on using your User ID and password.
2. From the PPSR Registration menu choose Financing Statements – Maintain Registered Financing Statement – Amend.
3. Enter the Financing Statement Registration Number and PIN for the financing statement you want to amend, then click the Continue button.
4. If prompted, enter the Secured Party Group ID and password then click the Continue button.
5. The current financing statement will be shown on screen. To continue to amend the financing statement, click the Amend button.
6. From the list of steps to amend your registered financing statement choose either:
 2. Debtor Details or
 3. Collateral Details.
7. Make your changes then select 5. Register Changes.

A verification change statement will be generated. Your verification statement options are:

- Show verification statement online – to see a copy of the verification statement on screen. You can also print a copy of this screen.
- Send verification statement via email – to receive an emailed copy of the verification statement that you can print or even forward to other interested parties, e.g. the debtor.
- Retain these settings for this session – to save these settings and not see this window again (for this session only).

Notes

Your User ID is a nine-digit number and your password is seven alpha-numeric characters and is case sensitive.

You should only be prompted for the SPG ID and password if you register financing statements for more than one Secured Party Group and the SPG ID and password chosen by default does not match the financing statement you wish to amend.

There is no fee associated with amending a financing statement - it is FREE.

 [Maintain a registered financing statement now \(You will need to log on first\).](#)